



FOLEY PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Building Secretary

Revision Date: Summer 2021

Last Classification Review: 10/11/2021

Exempt Status: Non-Exempt

Department: FIS & FHS

Reports To: Principal

Job Summary:

Under the direction of the Principal, the Building Secretary is responsible for performing a variety of customer service, clerical and recordkeeping functions for the office assigned to include such representative tasks as: providing general information and direction to students, parents and staff coming into the main building office; types correspondence, activity lists, prepares daily announcements and issues passes; collects all monies and fees turned into the building office, tracks and prepares deposit slips submits monies to the District Office; serves as the food service cashier during lunch periods; assists in providing duplicating services in the copy room and/or distributing mail; provides back up and coverage in the health office; and other related tasks as assigned.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Performs general customer service and receptionist functions for the District Office. Performs such duties as:
 - a) Provides support and assistance to students, parents, and staff at the building office window. Assists them with daily passes, accepting monies, and/or providing general information.
 - b) Prepares and types a variety of correspondence such as daily announcements, milk lists, activity lists, or other information.
- Collects, tracks and records monies turned into the FIS officed. Processes, tracks records monies into Infinite Campus. Monitors student payments and follows up with staff.
- Serves as the food service cashier during high school lunch periods. Operates point of sale software and performs various duties including:
 - a) Ensures fiscal accuracy of ongoing records of cash, sales and student/staff accounts utilizing POS system.
 - b) Operates POS during meal service. Monitors adherence to school lunch programs, guidelines for offer vs. serve and special dietary needs of students

- c) Enters all meal items purchased by both students and staff and enters into individual accounts.
- d) Balances cash drawer at the end of each day and prepares deposit slip.
- Prepares the District wide paper order. Inventories, tracks, and monitors paper needs throughout the year. Orders high school office supplies, as needed.
- Supports and assists in performing copy room activities. Assists in duplicating copy jobs requested by staff and assists in distributing building mail.
- Serves as a back up to the Health Aide in the Health Office during breaks or absences. Assists students with health needs in accordance health office procedures and routines.
- Provides support to the Dean in by entering disciplinary reports into the student records system and submitting annual disciplinary and suspension reports to the Department of Education.
- Organizes and makes arrangements for the “Student of the Month”. Sends out notices and invites, orders food items, and schedules locations, and makes any other necessary arrangements.
- Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of High School Diploma and 1 year of prior office support or customer service experience required and/or a combination of equivalent education and experience to perform the essential duties of the job.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Fundamentals of general office procedures and practices.
 - Knowledge of office etiquette and customer service procedures and routines.
 - Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
 - Basic fundamentals of computer operation and use.
 - General knowledge and use of such equipment as intercom system operation, duplicating equipment, , postage machines, computer applications for data entry or file/record maintenance, calculators, and other general office equipment.
- Familiarity with general office productivity software (e.g., word processing, spreadsheet, presentational software, email programs, etc.)

Essential Skills Necessary To Perform The Work:

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, confidentiality, and informational assistance in dealing with employees, students and the public.
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry.
- Performing duties and tasks that require considerable attention to detail, precision and accuracy in recording, entering, tracking or performing record maintenance activities.
- Ability to learn and apply building office routines, recordkeeping and office procedures.
- Ability to learn and operate district custom applications and district software (e.g., Infinite Campus, Point of Sale software) used in maintaining office records, files, lists, financial data, student records.
- Operating and using general office requirement including, copiers, computers, internet, telecommunications equipment and voice mail.

Work Environment:

Work is performed typically in a school office setting. Work environment presents minimal risks or hazards associated with the work.

Physical Job Requirements:

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.